

BUILDING IN HISTORIC DISTRICTS

The City of St. Charles has designated certain areas of the City as Historic Districts. These neighborhoods have been given special status in order to preserve historic areas, buildings, monuments, or other historic features which contribute to the heritage of the City and/or the State of Missouri. Historic Districts provide protection for historic areas, buildings, monuments, or features, as well as their surroundings within a reasonable distance, from obviously inappropriate development or uses of land.

Among the Historic Districts designated by the City of St. Charles are the following:

- ***South Main Preservation District (SMPD)***
- ***Extended Historic Preservation District (EHPD)***
- ***Historic Downtown District (HDD)***
- ***Frenchtown Preservation District (FPD)***
- ***Commons Preservation District (CPD)***
- ***Landmark Preservation District (LMPD)***

Maps illustrating the boundaries of these Historic Districts are available for inspection at the Department of Community Development. Our office is located on the third floor of St. Charles City Hall, 200 North Second Street, Suite 303, St. Charles. You may also obtain information about the Historic Districts by calling the Department's Planning Division at (636) 949-3222.

If your property is within a designated Historic District of the City of St. Charles and you wish to undertake new construction, renovation, additions, or any significant alteration to an existing structure, you must comply with the development guidelines for your District. The requirements for building in a Historic District are somewhat more stringent than for the City as a whole. However, they are intended to protect these unique neighborhoods from inappropriate development and to preserve their historic integrity and character.

HOW TO APPLY FOR A BUILDING PERMIT IN A HISTORIC DISTRICT

1. Contact the official neighborhood review group for your Historic District. For a list of names and telephone numbers for the contact person in each of these groups, contact the Department of Community Development. Arrange to meet with the neighborhood review group to explain your project and obtain their approval.
2. Contact the Planning Division of the Department of Community Development for an application to the Landmarks Board for a "Certificate of Appropriateness" for your project. You may also obtain a copy of the architectural design guidelines for your District. Complete the Landmarks Board application and return it to the Department.

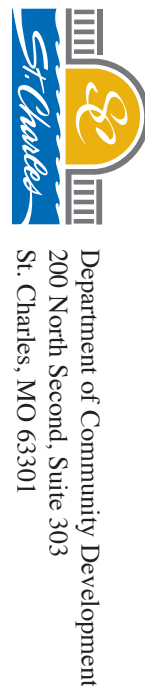
3. Attend the meeting of the Landmarks Board at which your application is scheduled for consideration to explain your building project to the Board.
4. If the Landmarks Board approves your project, submit two (2) sets of building plans and two (2) site plans and, if applicable, engineer-certified truss designs to the Department's Code Enforcement Division. **PLEASE NOTE: Even though some minor exterior changes may not require a building permit, they may require review by and approval of the Landmarks Board. Consult with Department staff for advice on your particular project.**
5. Complete a building permit application for your project. When it is reviewed and approved, you will be notified by Department personnel. Pick up your permit, post it at the site, and proceed with the project.



This brochure is one in a series designed to provide information on various regulations administered and enforced by the Department of Community Development of the City of St. Charles. The purpose of these brochures is to provide citizens with basic, easy-to-use information regarding City codes and services. Topics covered in this series of brochures include:

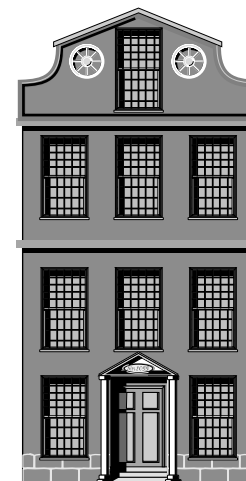
- *Opening a New Business in St. Charles*
- *Home Improvement Loan Program*
- *Home Occupation Regulations*
- *Zoning District Regulations*
- *Sign Guidelines*
- *Guidelines for Parking Recreational Vehicles in Residential Zoning Districts*
- *Fence Regulations*
- *Accessory Structures*
- *Deck Requirements*
- *Building in Historic Districts*
- *Swimming Pools, Spas, Hot Tubs*
- *Basement Finish*
- *Rental Unit Inspection Program*
- *Code Enforcement*
- *Recycling Guide*
- *Annexation*
- *Room Additions*

Any of these brochures may be obtained from the Department of Community Development, 200 North Second, Suite 303, St. Charles, MO 63301. Department phone numbers are: Planning Division: (636) 949-3222; Code Enforcement Division: (636) 949-3227. Department hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.



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DEPARTMENT OF
COMMUNITY DEVELOPMENT